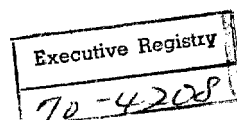


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7 August 1970

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations  
1 - 31 July 1970

1. The workload in July 1970, the first month of FY 1971, was 57,712 items, 15% less than July last year.

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2. As of 31 July 1970, we had an assigned strength of [REDACTED] making us even with our authorized strength for FY 1971.

3. On 1 July 1970, FE/ESEC personnel toured the Cable Secretariat. These familiarization tours promote better understanding of cable processing procedures between the divisions and the Cable Secretariat.

4. On 15 July 1970 three members of Xerox Corporation Engineering and Research Staff visited the Cable Secretariat. The purpose of the visit, a follow-up to our meetings with them in Rochester, was to enable them to obtain a first-hand, general idea of the cable reproduction and mailing processes. As I mentioned in my last report, Xerox is currently making plans to build an automatic, high-speed reproduction device, designed expressly for message center processing. In connection with the above visit by Xerox, [REDACTED] attended a meeting in the Forrestal Building, to discuss the final specifications for the new reproduction system. The 16 July meeting was also attended by representatives of the State, Army, Navy, Air Force, and JCS message centers. The meeting produced a common set of specifications which will be used by Xerox to guide them in the design of the new equipment. Xerox is also asking for Letters of Intent to Purchase such a device as support or justification for the time and money to be spent in designing and producing a unique piece of equipment with very limited sales potential. It is hoped that the Agency will

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furnish such a letter but informally we have been advised that we may not since ACT II may not be funded in such time as to make the Letter of Intent to Purchase meaningful or appropriate.

25X1A           5. [REDACTED] conducted a tour of the Cable Secretariat for 27 relatives of Cable Secretariat employees which presented the guests with a general idea of the mission and functions of the office.

25X1A           6. On 31 July 1970 [REDACTED] attended a meeting in which Auerbach Corporation presented their final report on the feasibility and methods of automating the IW Staff. There were several approaches presented which the FI Staff is presently evaluating.

25X1A           7. During the month, [REDACTED] of the Audit Staff reviewed the Cable Secretariat's financial records. He found everything in good order.

8. In June we reported that we were going to modify our microfilm camera to accept a new type of Kodak film and that this new film would allow twice as many images as is now possible, thus achieving a 50% reduction in vital record storage requirements. After further investigation we now find that this new film is not compatible with Printing Services standard processing system and accordingly will not be used.

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[REDACTED]  
Cable Secretary